



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY

**STAFF**

REVISION DATE

**08/26/08**

PAGE NUMBER

**1 of 6**

NUMBER

**WSP 150.150**

Washington State Penitentiary

**OPERATIONAL  
MEMORANDUM**

TITLE

**FACILITY VISITS AND TOURS**

**REVIEW/REVISION HISTORY:**

Effective:	08/12/02	WSP 150.150	Facility Tours
Revised:	01/03/05	WSP 150.150	Facility Tours
Revised:	05/01/06	WSP 150.150	Facility Visits and Tours
Revised:	05/02/07	WSP 150.150	Facility Visits and Tours
Revised:	08/26/08	WSP 150.150	Facility Visits and Tours

**SUMMARY OF REVISION/REVIEW:**

Added Facility Clearance Procedures as an attachment. Minor changes throughout. Read Carefully.

**APPROVED:**

**STEPHEN D. SINCLAIR, Superintendent**  
Washington State Penitentiary

Date Signed



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Washington State Penitentiary

**OPERATIONAL  
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**FACILITY VISITS AND TOURS**

**REFERENCES:**

DOC 150.150 Visits and Tours of Department Facilities and Offices; DOC 150.100 Public Information and Media Relations; DOC 290.400 Fundraising to Support Charities; DOC 400.100 Reporting of Incidents and Significant Events; DOC 420.340 Searches of Facility Visitors; WSP 150.100 Public and Media Relations.

**OPERATIONAL MEMORANDUM:**

- I. The Washington State Penitentiary (WSP) may allow individuals and groups to visit or tour the facility. Tours of the facility will be limited to law enforcement representatives, judicial officers/representatives, and college groups directly involved in a criminal justice/corrections class or program unless authorized by the Superintendent/designee. General public tours will not be authorized.
- II. This Operational Memorandum does not pertain to inmate personal visits.
- III. The Public Information/Legal Liaison Office (PIO/LLO) will coordinate facility tours.
- IV. Personal tours for staff family/friends will generally be limited to the facility open house. However, an Associate Superintendent may authorize an individual tour for a staff member's family/friends. The requirements Facility Clearance Procedures (Attachment 3) will be followed. The staff member may be expected to conduct the tour during their non-working hours.

**PROCEDURE:**

- I. General Information
  - A. During normal business hours, unannounced visits (e.g., health inspectors, fire department, Labor and Industries, etc.) will be referred to the Superintendent/designee and assigned to the appropriate staff person. The Duty Officer will be contacted during non-business hours.
  - B. All facility initiated requests to city, county, state or federal elected and/or appointed officials for speaking engagements and/or to tour the Penitentiary must come through the Office of the Secretary.
  - C. Visits involving state or federal elected and/or appointed officials will be coordinated through the chain of command up to the Office of the Secretary, as appropriate.



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- D. News media access will be handled in accordance with WSP 150.100 Public and Media Relations.
- E. Businesses or charities wishing to solicit at WSP will be handled per DOC 290.400 Fundraising to Support Charities.
- F. Persons under the age of 18 will not be allowed to enter the secure perimeter of the facility.
- G. Minors are not authorized in the offices or administrative section of the facility except for:
  - 1. High school students who work for the Department through an Intern or Work Study Program.
  - 2. Mentoring (when approved by the Superintendent).
  - 3. Staff's children, grandchildren, or other approved individuals for special events, such as Take your Daughter or Son to Work Day.
  - 4. Staff's relatives or friends for a brief duration, for instances such as meeting for lunch, stopping by to connect after school or work, or special events.

II. Approval Process

- A. Visit/tour requests must be pre-arranged and pre-approved.
- B. The individual/group requesting a tour must submit a written request to the PIO/LLO/designee at least 3 weeks prior to the planned tour. The request must include the purpose of the visit.
- C. When a request has been received and the tour approved, the PIO/LLO/designee will send the requestor the following:
  - 1. Clothing Standards for Tour Participants (Attachment 1);
  - 2. Confirmation letter (Attachment 2); and,
  - 3. Facility Clearance form.



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- D. At least 2 weeks in advance of the scheduled tour, the requestor must submit a Facility Clearance form for each tour participant. No other type of list or form will be accepted.

**III. Background Checks**

- A. A National Crime Information Center (NCIC)/Washington Crime Information Center (WACIC) check will be conducted on all members of groups/tours involved in access to any area of the facility in accordance Facility Clearance Procedures (Attachment 3).
1. A facility Captain may approve a person to enter facility grounds outside the secure perimeter without a background check.
- B. NCIC/WACIC checks will not be required for visitors from the following agencies:
2. Commissioned law enforcement officers
  3. Immigration and Customs Enforcement (ICE);
  4. Attorney General;
  5. Fire and ambulance personnel;
  6. Consulate staff;
  7. Department employees;
  8. Indeterminate Sentence Review Board (ISRB);
  9. Elected officials and their staff;
  10. Other government agency employees provided they have current/validated status (i.e. Labor and Industries, Department of Health, etc.); and
  11. Other individuals as deemed appropriate by the Superintendent/designee.

**IV. Searches**

- A. When a group has applied and been approved for a tour, a copy of DOC 420.340 Searching and Detaining Facility Visitors will be provided to the tour sponsor.
- B. All visitors are subject to search in accordance with DOC 420.340 Searching and Detaining Facility Visitors. A visitor has the option of refusing to be searched. Refusal to be searched will result in the visitor being denied access to the facility.
1. The Superintendent may determine in advance whether tour group members will be searched. This decision will be communicated to Public



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**FACILITY VISITS AND TOURS**

Access staff and the escorting staff members through the LLO/PIO's Office.

2. Tour participants are not required to sign DOC 03-060 Acknowledgement of Visitor Search Requirements, unless an actual search will take place.
- C. Tour group members may be required to clear metal detectors throughout the facility.
- D. Tour group members may not bring personal property other than their picture identification. All other property must be left in their vehicles or locked in a locker prior to the tour. Approval for any carry in items will be considered on a case by case basis. These items are subject to search.

### V. Tour Guidelines

- A. Each visitor must provide current photo identification.
- B. To the extent possible, the tour will be conducted in a manner that does not disrupt the regular activities of the areas being toured.
- C. Tour groups will be limited to a total of 20 individuals.
  1. Groups consisting of 10 people or less may have a single staff tour guide.
  2. Groups consisting of 10 or more individuals must have 2 staff tour guides.
  3. The staff person(s) assigned to conduct the tour must remain with the group at all times.
  4. Normally, the tour group will visit a living unit, recreation area and correctional industries area.
- D. Due to the increased number of tour requests from colleges/universities and limited staff resources, only one such tour per week will be scheduled on a first come, first served basis. College/university tours will be conducted on the following days/times:
  1. Monday – 1:00 p.m. to 2:30 p.m.
  2. Wednesday – 9:00 a.m. to 10:30 a.m.



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3. Thursday – 9:00 a.m. to 10:30 a.m.

- E. The housing unit to be visited will be notified of the scheduled tour. It will be the responsibility of the Unit Manager/designee to provide the inmates with advance notice of the tour.
- F. The Superintendent may authorize exceptions to the tour group requirements.

**DEFINITIONS:**

Words/terms appearing in this operational memorandum may be defined in the glossary section of the Policy Manual.

**ATTACHMENTS:**

Clothing Standards for Tour Participants (Attachment 1)  
Confirmation Letter (sample) (Attachment 2)  
Facility Clearance Procedures (Attachment 3)

**FORMS:**

DOC 03-060 Acknowledgement of Visitor Search Requirements  
WSP 21-420 WSP Facility Clearance Form  
WSP 21-421 WSP Facility Clearance Memo

## **WASHINGTON STATE PENITENTIARY CLOTHING STANDARDS FOR TOUR PARTICIPANTS**

The following clothing items are prohibited when participating in a tour:

1. Items with holes, rips, tears, quilted, or with drawstrings.
2. Low cut (exposing undergarment, cleavage, back, stomach) or shirt/blouses with full zippers.
3. Sheer, transparent or mesh fabrics (other than hosiery) that is see-through or that exposes undergarments through the fabric.
4. Tight fitting clothing (i.e., spandex, lycra or other rubberized or elasticized garments). We must be able to search your pockets comfortably.
5. Clothing that refers to obscenity, alcohol, drugs, prison, gangs or sex in any form.
6. Culottes, shorts, cut-offs, halter tops, tank tops, oversized or sleeveless blouses or shirts.
7. Cargo, stir-up, jogging, baggy, overly long, deep pocketed pants or any pants with elastic closures at the bottom of the leg. All pockets must be easily searched.
8. Thongs or shower shoes.
9. Dresses or skirts with hemlines higher than the bottom of the knee.
10. Wrap around clothing with full length openings or skirts too tight to allow officers to easily search the inner leg. No button down skirts or dresses.
11. Camouflage or fatigue clothing.
12. Bibbed attire or jumpers.
13. Money belts or belts with compartments.
14. Excessive jewelry or non-searchable jewelry styles. (No more than 2 rings on each hand, 2 necklaces, 2 bracelets, one watch and 2 pair of earrings.) No lockets or pins. No non-prescription sunglasses.
15. Shirts or blouses that are longer than hip length must be tucked into pants/skirt. Shirts and blouses must be long enough to ensure no skin is exposed with arms raised.
16. Headgear or excessive hair ornamentation (unless medically required and written verification is provided, or part of a religious practice).
17. Any item considered to be a threat to the security and safety of inmates, visitors or staff as determined by the Superintendent/designee.



STATE OF WASHINGTON  
**DEPARTMENT OF CORRECTIONS**  
WASHINGTON STATE PENITENTIARY  
1313 N. 13<sup>th</sup> Avenue – Walla Walla, Washington 99362

**DATE:**

**TO:**

**FROM:**

**SUBJECT:**

Attached is a Facility Clearance form for access to the Penitentiary. Each tour participant *must* completely and legibly fill out the marked portion of the clearance form. It is imperative that the full legal name of the tour participant is given as it appears on their birth certificate (e.g., Robert, not Bob; Catherine, not Cathy) including the persons full middle name – not just an initial. I also need any other last name used (e.g., maiden name, previous married name, etc.). Please feel free to make copies as needed. DO NOT submit any other type of form or list of tour participants. The clearance forms can either be faxed or mailed back to me. They must be received by \_\_\_\_\_ to facilitate timely background checks. No additional names may be added to the tour after \_\_\_\_\_.

Occasionally, a person is denied access to the Penitentiary based on the background check. The Captain approves/denies access based on some of the following reasons:

- Conviction of a felony;
- Conviction of a gross misdemeanor (depending on what, how long ago and how many);
- On probation/community supervision;
- Current warrant for arrest (even a missed traffic court date);
- Having been an inmate visitor;
- A pattern of disregard for the law (e.g., repeated DUI's);
- Providing false information on the clearance form.

If one of the tour participants is denied access, you will be notified by telephone. Specific information for the reason of the denial is considered confidential and will not be revealed.

I have your tour scheduled for \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_. Tour participants *must have a current photo identification* which will be exchanged for a guest badge. Wallets are not permitted. Park in the visitor's parking lot and ensure the vehicle is locked. Keys will be secured in a locker prior to the tour.

Attached are the Clothing Standards for Tour Participants. Tour participants must comply with this standard. Comfortable shoes are recommended due to the amount of walking involved.

# FACILITY CLEARANCE PROCEDURES

The secure perimeter is defined as any point beyond the Security Booth, Public Access tunnel, 3 Tower Gate, Minor Control, and inside the Minimum Security Unit.

All potential employees will have a facility clearance completed prior to employment. This will be the responsibility of the hiring supervisor or manager.

## I. Controllers

A. The following positions will serve as NCIC Controllers for the facility:

1. Public Access Sergeants (inmate visitors).
2. Administrative Program Manager (tours, official visitors, media).
3. Capital Projects Administrative Secretary (expansion).
4. Correctional Industries Administrative Secretary (vendors and company representatives).
5. Engineers Administrative Secretary (vendors and company representatives).
6. Volunteer Coordinator (volunteers).
7. Human Resources (potential employees).
8. Correctional Records Managers (all others).

## II. Background Checks

A. In order to have an individual cleared for entrance into the facility, a WSP 21-420 WSP Facility Clearance Form will be completed and sent to the appropriate Controller.

1. Whenever possible, the Facility Clearance Form will be sent to the Controller 72 hours in advance of the scheduled visit.
2. A WSP 21-421 WSP Facility Clearance Memo should be submitted with the clearance form(s) when appropriate.

B. The Controller will date stamp the form, review it for completeness and assign an Operator to run the background check.

C. The Operator will review their NCIC III Log to determine if the applicant has been previously cleared.

1. If the applicant has been cleared within the past 90 days, the clearance date will be noted on the new clearance memo forwarded to the Captain for signature.
2. If the applicant has *not* been cleared within the past 90 days, the Operator will:

# FACILITY CLEARANCE PROCEDURES

- a. Check the Public Access System (PAS) using only the last name in the visitor find field;
    - 1) If a list of names is retrieved, the list will be screened for a possible match. A match will be noted on the WSP 21-420 WSP Facility Clearance Form.
  - b. Conduct a WASIS/WACIC/NCIC III check;
  - c. Determine if there are any misdemeanor or felony conviction(s), an outstanding warrant(s) or if the check is clear. If the applicant has an outstanding warrant (hit), the Operator will notify the Intelligence and Investigations Office; and,
  - d. Enter the applicant's information on the NCIC III Log.
- D. Once the background check is completed, the Operator will forward the clearance form(s), background check(s) and clearance memo to the appropriate Captain for approval/denial and signature.
- E. The Captain will approve/deny the clearance.
- 1. If approved, the clearance packet will be returned to the Operator.
  - 2. Denials will be routed through the chain of command when an override is requested.
  - 3. The Superintendent will review and sign any background check that reveals a Felony Conviction.
- F. The Clearance Form and background check information will not be maintained and must be destroyed by the Operator after approval/denial.
- G. Copies of the signed clearance memo will be distributed by the requestor as indicated on the memo.
- III. Guest Badge and Escort Procedures
- A. A guest badge will be issued to any official visitor who enters the secure perimeter of WSP.
  - B. Official visitors will be escorted by a staff member at all times unless other arrangements have been approved by the Superintendent.



## WASHINGTON STATE PENITENTIARY FACILITY CLEARANCE

Date: \_\_\_\_\_

Requested By: \_\_\_\_\_ Department: \_\_\_\_\_

Date of Access: \_\_\_\_\_ Location of Access: \_\_\_\_\_

Purpose/Justification: \_\_\_\_\_

### THIS SECTION MUST BE COMPLETED

NAME: (Last)		(First)	(Middle)
MAIDEN NAME, ALIAS OR NICKNAME(S):			
SEX: M <input type="checkbox"/> F <input type="checkbox"/>	SSN:	DOB: (Month/Day/Year)	
Hair Color:	Eye Color:	Height:	Weight:
Race:	Drivers License #:	State of Issue:	State/Country of Birth:
Do you have a criminal history? Yes <input type="checkbox"/> No <input type="checkbox"/>		Do you have any friends or family members who are incarcerated? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Convicted felon: Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, who and where?	
Other:			

NCIC	PAS CHECK
<input type="checkbox"/> Clear	MI <input type="checkbox"/> Clear <input type="checkbox"/> Visitor
<input type="checkbox"/> Warrant	MSC <input type="checkbox"/> Clear <input type="checkbox"/> Visitor
<input type="checkbox"/> Criminal History	IMU <input type="checkbox"/> Clear <input type="checkbox"/> Visitor
<input type="checkbox"/> Misdemeanor charges/convictions	MSU <input type="checkbox"/> Clear <input type="checkbox"/> Visitor
<input type="checkbox"/> Restraining/no contact order	
<input type="checkbox"/> Felony charges/convictions	
Operator _____ Badge/Position # _____ Date _____	

Approvals are good for 90 days from the date of signature

☐ Approved ☐ Denied Captain \_\_\_\_\_ Date \_\_\_\_\_

**Denials shall be routed through the chain of command if an override is requested.**

☐ Approved ☐ Denied Associate Superintendent \_\_\_\_\_ Date \_\_\_\_\_

☐ Approved ☐ Denied Superintendent \_\_\_\_\_ Date \_\_\_\_\_

Your social security number is required if you wish to be employed or granted access to this facility. Information received may be shared with other law enforcement agencies when appropriate.



## WASHINGTON STATE PENITENTIARY

**DATE:**

**TO:**

Correctional Captain

**FROM:**

**SUBJECT: FACILITY CLEARANCE**

A security check (PAS and NCIC/WACIC) has been completed and clearance is granted for the following person (attach additional sheets as necessary):

Date of NCIC clearance:

Date(s) of access:                      Time (if applicable)

Reason for Access:

Location(s) of Access:    ☐ East Complex    ☐ MI, Attorney Visit Room Only  
   ☐ West Complex    ☐ MSU    ☐ IMU – North    ☐ IMU - South

The following staff will provide escort:

Comments:

\_\_\_\_\_  
Captain Signature

\_\_\_\_\_  
Date

c: Operator

Appropriate Control Points:

**East Complex** – Main Gate; Public Access; Security Booth; Master Control, Shift Lieutenant  
MSU – Sergeant

**West Complex** – Pubic Access; Minor Control; 3 Tower Gate, Shift Lieutenant  
IMU South – Unit Sergeant  
IMU North – Unit Sergeant